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NO. 10/55

# SUMMARY OF PROCEEDINGS

## CLANDESTINE SERVICES TRAINING OFFICERS MEETING

24 March 1955

1. Chairman, Clandestine Services Training Committee (C/CSTC), reported that NEA Division will have requirements for [redacted] at the rate of approximately [redacted]
2. C/CSTC reported on the status of requirements for [redacted] External Training. The Office of Training (OTR) will receive a formal statement of requirements for Clandestine Methods and Techniques and Clandestine Operations as projected for the remainder of 1955 through February of 1956.
3. C/CSTC indicated that a need for Programs of Instruction (POI's) existed in order to provide a basis for training of U.S. staff agent personnel overseas. OTR replied that the development of POI's would receive priority after the completion of Lesson Plans for existing courses of instruction. OTR further pointed out that POI's were so sketchy, being merely outlines of courses, that their use for the above purpose would not be as great as the Lesson Plans themselves. Once the Lesson Plans have been completed, case officers in the field could develop POI's from them to meet their particular requirements.
4. At the request of OTR, the WE Division Training Officer explained the graphic system he had developed and put into effect within WE for indicating the extent of training provided and projected for each individual of the division. This system in its present stage of development is confined solely to training for clandestine activities. It is contemplated that the system will be expanded to cover language and area training as well. By means of this system the division is able to estimate its future requirements for basic, intermediate, and advanced training programs and to accomplish rapid surveys of the current state of training of all its on-duty personnel.

As a result of this presentation, it was concluded that the Office of Training planning effort would be materially benefited by access to the results of similar systems for all DD/P divisions. C/CSTC agreed to sponsor the development of such systems within DD/P for this purpose.

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5. It was announced that the Office of Training is preparing a two-week, high-level course on DD/P activities for senior DD/S personnel to be offered in mid-May.

In addition, OTR has agreed to accept DD/S enrollees in the Clandestine Services Review, provided the nominees have returned from overseas duty within the last six months.

6. Training Officers were urged to inform supervisors of the benefits to be accrued from placing clerical returnees in the Administrative Refresher.
7. The course in World Communism will be presented on 4 April as scheduled.
8. If minimum enrollments are not met in certain specialized courses, i.e. [redacted] OTR announced it will divert the instructor personnel to other training activities. 25X1
9. Since there are more DD/S than DD/P enrollments, Chief, Basic School, suggested that the Basic Management course be revamped to satisfy present customer requirements.
10. The next VIP tour [redacted] will be conducted on 13 April. As previously announced, the April presentation of the Intelligence Products Exhibit will be for an entire day, with the afternoon portion reserved for Agency invited guests. 25X1
- ✓ 11. C/CSTC was asked to notify all Training Officers that attendance at meeting and conventions will not be considered a training activity. Funds for such participation must be budgeted by the appropriate parent office.
12. A report was received on OTR's initial briefing for dependents. Generally the program was well received and the second offering has been scheduled for 4-5 April.

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